

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY: Maryland State Department of Education
DIVISION: Certification & Accreditation
TYPE OF RECORD(S): Student Records - Student Transcripts for Closed Nonpublic Schools

SCHEDULE NO: 1999
PAGE NO: 1 **OF** 1
DATE COMPLETED: _____

Item No.	Description of Record	Legal Reference	Retention Period	Responsible Entity	Location of Record Copy	Disposition Instruction(s)
1	Secondary school transcripts of students who attended closed nonpublic schools	Education Article §2-304, Annotated Code of Maryland	Permanent	MSDE	MSDE	<ul style="list-style-type: none"> - Three years after schools cease operation on file at MSDE - Send to State Archives (Hall of Records) - Maintain hard copy

Schedule Approved by Department,
Agency or Division Representative

3/15/98
Date

[Signature]
Signature

Asst Superintendent
Title

Schedule Authorized by the Maryland State Archives

AUG 24 1998 [Signature]
 Date State Archivist